



The Irish International Immigrant Center  
Learning Exchange Program  
Program Associate  
February 1, 2019

**Reports to:** Associate Director, Learning Exchange Program

**Status:** Full-time

## RESPONSIBILITIES

The Irish International Immigrant Center seeks an organized administrator who can support recent Irish graduates who come to the United States for 12-month internships in their field of study. This is a great opportunity for anyone interested in Business Administration and learning exchange programs. Our programs focus on learning, cultural exchange of ideas and experiences, and leadership development.

### Exchange Visitor Visa

- Assist with all the day to day operations of the Exchange Visitor Visa, providing support to other programs in the Learning Exchange Programs Department as needed
- Duties will include making and receiving telephone calls, interview scheduling, carrying out interviews, filing and data entry
- Responsible for follow up with program participants as needed via phone or email and ensuring that all emails and calls are acknowledged and appropriately processed in a timely manner
- Responsible for database maintenance, which records all correspondence with program participants – this includes IIIC's database (Salesforce) and the SEVIS database (the State Department's record of exchange visitors)
- Ensure that SEVIS data is recorded timely and accurately and in accordance with the US Department of State's requirements and regulations. Ensure that individual files are kept up to date at all times
- Receive and review program applications, determine eligibility of applicant, and open participant files and update as the application process progresses
- Manage client and potential client communication in a friendly, warm, helpful and professional manner
- Prepare J-1 visa application documentation
- Liaise with participants upon arrival in U.S. to ensure compliant with the program rules and regulations
- Liaise with program participants, both past and present, and write short articles and testimonials highlighting the program successes and coordinate submissions for local publications
- Liaise with U.S. Department of State when required

**Other:**

- Assist with projects and administrative detail from other programs and staff in the Learning Exchange Programs and provide support as required
- Prepare meeting notes as required
- Prepare statistics and assist with monthly reports and year end reports
- Ensure clients who visit, email or call the department are welcomed with warmth and friendliness
- Seek to continuously improve the work in LEP by offering constructive suggestions for improvements
- Other tasks as required by the Program Director

**QUALIFICATIONS**

- A commitment to the overall mission and values of IIRC
- Strong organizational skills with great attention to detail
- Creativity, flexibility, and capable of multi-tasking and a desire to work cross-functionally
- Ability to problem-solve, take own initiative and think creatively
- Good interpersonal skills – friendly, helpful, and “can do” attitude
- Strong written and oral communication skills
- Strong customer service skills
- Competent in using Microsoft Office, with good data entry skills
- Self-motivated, independent, cooperative, detail-orientated and team player with initiative
- Ability to handle sensitive and confidential matters with the highest level of discretion
- United States citizenship or legal permanent residency required
- Bachelor’s degree preferred

**ABOUT THE EXCHANGE VISITOR PROGRAM**

This program creates opportunities for Irish students and recent graduates to intern for one year in the U.S. in their fields of study. This program strengthens the US - Irish relationship and enables graduates to gain invaluable professional experience, so they can become Ireland’s future entrepreneurs, directly contributing to the recovery of the Irish economy. Since 2008, the center has assisted 2000 participants in securing the visas and locating internships. For every 500 people we assist each year, we advise over 1000 more who contact us for information and guidance.

**ABOUT THE IRISH INTERNATIONAL IMMIGRANT CENTER**

The Irish International Immigrant Center (IIRC) was founded in 1989 by a group of immigrants committed to helping empower immigrants and refugees from more than 120 countries by providing the legal, educational and wellness support they need to build successful lives, and we support young Irish men and women on the J-1 visa program.

Building on our Irish roots of welcoming others, social justice and human rights, we help newcomers find community, and we stand up for immigration policies that are humane and just. America is a nation of immigrants, and despite the current political climate, we are proud to continue the tradition of welcoming immigrants to this country and working together to create a better future for all. Our vision is of a shared society where all people are welcomed and valued and enjoy equal opportunities and protections. For more information on the Irish International Immigrant Center please see [www.iircenter.org](http://www.iircenter.org).

## WORKING AT THE IIIC

Our staff of thirty bring enthusiasm and a commitment to our mission and to the work they do at the Center. Our generous benefits package that includes health coverage, 20 vacation days, 14 holidays, and 5 sick days, 12 weeks paid family leave and a matching 3% 403b contribution.

## HOW TO APPLY

The IIIC is committed to a policy of providing equal employment opportunities for all and does not discriminate on the basis of race, color, ethnic or national origin, creed or religion, gender, sexual orientation, marital status, age, veteran status, or physical or mental disability. We encourage applications from all those interested and qualified.

Please send a cover letter and resume to [career@iiicenter.org](mailto:career@iiicenter.org). For more information on the Irish International Immigrant Center and the Learning Exchange Program, please visit our website at [www.iiicenter.org](http://www.iiicenter.org).

**Application Deadline:** Until position is filled.



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